



Microsoft 365 Outlook

Available In:

- English
- Spanish
- Virtual

Outlook Tools you Could be Using for Getting Time Back

The "Microsoft 365 Outlook" course is tailored for users seeking to enhance their proficiency with Outlook as part of Microsoft 365. This detailed course covers everything from basic navigation and email composition to advanced management of messages, contacts, and calendars. Participants will also learn about new features designed to streamline email handling and personal information management, making daily tasks more efficient and secure.

What will trainees learn?

- Basic Email Functions
- Composing & Managing Emails
- Reading & Responding
- Organizing Messages
- Calendar & Appointments
- Contact Management
- Task & Note Management
- Customizing Outlook
- Advanced Message Settings
- Advanced Message Management
- Advanced Calendar & Tasks
- Sharing Workspaces & Security

How will this training benefit your company and employees?

Participants in this course will become adept at using Microsoft 365 Outlook to its full potential. They will learn how to effectively manage their email, from creating and sending messages to advanced sorting and filtering techniques. Trainees will also gain skills in managing appointments, tasks, and contacts, ensuring comprehensive organization of their daily schedules. Further, the course covers advanced features such as configuring message options, managing security settings, and sharing workspaces with others. By the end of the course, participants will be equipped with the knowledge to streamline their communication and information management, enhance collaboration, and maintain high security standards in their professional environment.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 8 hours.



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